

[? Help](#)**Job details**

Job 1 of 1

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The Probation Department Management Services Bureau is seeking a well-qualified individual to fill the position of Procurement Aid.

Requirements Permanent County of Los Angeles employees who have passed their initial probationary period and are currently holding the payroll title of **Procurement Aid** are invited to submit their resume, copies of their last two (2) performance evaluations, and time history report (prime variance only) for the last two (2) years to:

Jodi Rogers
Management Services Bureau
9150 East Imperial Highway
Downey, California 90242
Phone: (562) 940-2471

Please email documents to:
Jodi.Rogers@probation.lacounty.gov with the subject line
"Procurement Aid."

All submitted documents will be evaluated and only the most qualified candidates will be scheduled for an interview. Successful candidates must complete a background check which includes a review of their official personnel folder and reference checks.

Duties

- Processes orders for various supplies and services.
- Prepares procurement documents, submits requisitions to our central purchasing agency, monitors order status, checks reports of goods received against purchased orders, and makes adjustments as indicated.
- Compiles orders for perishable foods required by the various County institutions and places orders through vendors.
- Receives, checks deliveries and adjusts discrepancies to ensure that the immediate needs of the institution are met; and arranges for returns of merchandise.
- Resolves problems in connection with deliveries of merchandise received which are not in accordance with purchase orders.
- Works with the various County departments, vendors, and shipping companies to ascertain status of orders in process, involving

tracking, determining reasons for delays and revised delivery dates, expediting deliveries, and in negotiating changes or canceling orders in accordance with the needs of Departments.

- Prepares specifications for purchase of new products.

Vacancy Information This transfer opportunity is located at 9150 East Imperial Highway, Downey, California 90242.

****THIS IS NOT A CIVIL SERVICES EXAMINATION****

Available Shift Day
Contact Name Jodi Rogers
Contact Phone (562) 940-2471
Contact Email Jodi.Rogers@probation.lacounty.gov
Job Field Warehouse and Inventory Control
Job Type All Others

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